



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DEPUTY ADMINISTRATOR, HEALTH</b>	<b>44</b>	<b>A</b>	<b>10.500</b>

Under administrative direction of the Health Division Administrator, the Deputy Administrator, Health, has direct responsibility for the fiscal, personnel and information technology functions and provides administrative oversight and coordination of statewide programs and bureaus including Community Health, Early Intervention Services, Family Health, Health Planning and Statistics, Health Protection Services, Alcohol and Drug Abuse, Licensure and Certification, Epidemiology, and Public Health Preparedness. Ensure the development, implementation and documentation of the division's strategic plan; and act on behalf of the Division Administrator in matters related to division operations, activities and personnel as directed by the Administrator.

Provide administrative direction and supervise staff which may include positions of the same grade level; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; evaluate the performance of subordinate supervisors and professional, technical and support staff; counsel and discipline staff as appropriate; review and authorize personnel actions as required.

Plan and direct the division's management team and strategic planning process and evaluate results for consistency with department and division missions; collaborate with other State division and department managers, and federal, county and local representatives to establish program goals, objectives, priorities and necessary funding; formulate and propose suggested revisions and improvements in programs, services and products; plan, direct and evaluate operational requirements including allocation of staff, financial resources, and organizational structure.

Plan, organize and provide for statewide coordination of county and local health jurisdictions; assist in the development and implementation of programs; establish performance measures, policy and procedures for each program area; identify areas of public health need and initiate appropriate action within resource constraints.

Evaluate organizational performance in meeting program and operational objectives; identify and direct various units in taking necessary steps toward continuous improvement of services and products for the public; provide narrative, statistical and oral reports on program and operational progress to the division administrator, department director, State Board of Health, local boards of health, State legislators and other interested parties; evaluate effectiveness of programs in relation to established performance measures.

Develop and monitor the biennial and annual budgets for the division: provide oversight and coordination in development and maintenance of bureau and program budgets and contracts; monitor federal funding levels, fee collections, and related expenditure limits, and ensure compliance with all applicable regulations and grant requirements.

Manage development of proposed legislation and regulatory initiatives related to public health issues; draft agency-proposed legislation and prepare fiscal notes; research and analyze legislative proposals from outside entities and prepare responses; draft regulatory text and position statements and provide testimony to the legislature; conduct public workshops and hearings.

Ensure compliance with local, State and federal laws, regulations and requirements related to public health; evaluate the impact of proposed legislation; formulate and implement policies, procedures and regulations in response to new statutory requirements; ensure the preparation and maintenance of mandated records and reports.

Conduct special analyses and write comprehensive reports and recommendations; develop and modify policy in

response to legal mandates; serve on committees and attend a variety of meetings to represent the agency's interests in local, regional and national forums.

Perform the duties of the division administrator upon request.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in public health, public administration, human services, social science or related field and seven years of increasingly responsible experience in managing public service programs related to public health, social services and/or health care. Three years of the required management experience must have been in a comprehensive public health organization and must have included responsibility for diverse multiple program areas, a large and diverse professional staff, complex funding sources and budgets, policy development and implementation, strategic planning and program evaluation; **OR** an equivalent combination of education and experience.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** principles, practices and methods of public administration including management and supervision, budgeting and fiscal management, personnel administration, and policy development and implementation. **Working knowledge of:** strategic and program planning principles and practices; legislative practices and processes. **General knowledge of:** budgetary and program evaluation methods; rate development methodologies, cost analysis, fundamental statistical analysis methods; automated systems development and analysis; federal, State, county and municipal laws, regulations and policies governing public health programs such as Medicaid, Medicare, Maternal and Child Health, WIC, chronic and communicable disease surveillance, treatment and prevention, consumer health protection, medical and health care facility regulation, mental health and substance abuse programs, preventive health programs and other programs which impact public health such as domestic violence, child and elder protective services, school health care, and health care and conditions for correctional health. **Ability to:** plan, organize, direct and manage comprehensive programs related to public health; direct staff to meet agency goals and objectives; present, educate and advocate for public health programs and policies with a broad variety of interest groups; read and interpret statutes, legislative histories, regulations, and program and fiscal audits, and scientific studies and reports regarding public health; evaluate the work performance of personnel and take appropriate personnel actions as required; prioritize work efforts and assignments and allocate staff and resources effectively; establish and maintain effective working relationships with employees, supervisors, other federal, State, county and local agencies and the public; mediate between contending parties or groups; review and assess program functions and outcomes; analyze agency fiscal reports, reach sound conclusions and take appropriate action.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State personnel, budget and purchasing rules and regulations; legislative process and its relationship to divisional operations; goals, programs, and objectives of the division in relation to the Department of Health and Human Services. **Working knowledge of:** division programs and activities and their impact on the public health of the State's population; federal, State, county and local laws, regulations and policies regulating the programs such as Medicaid, Medicare, Maternal and Child Health, WIC, Chronic and Communicable Disease surveillance, treatment and prevention, Consumer Health Protection, Medical and Health Care Facility regulation, Mental Health and Substance Abuse Programs, Preventive Health Programs and other programs which impact public health such as domestic violence, child and elder protective services, school health care, health care and conditions for prisoners in jails/correctional facilities; public health programs administered at the federal level and their relationship to State programs; budgetary and program evaluation methods. **Ability to:** prepare and defend division programs and budgets.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.500

ESTABLISHED: 7/28/99R  
12/10/99UC  
REVISED: 10/1/04PC  
REVISED: 7/1/05LG